

Did you know

The government classifies any student with attendance of 90% or less, for whatever reason, as a ***persistent absentee***.

If a student has 80% attendance, this means they are missing, on average, one day every week.

If this level of attendance continues, the student will have missed a whole school year that by the end of year 11.

Punctuality:

Even being just a few minutes late each day can have a significant impact across the academic year

5 minutes late = **3 days** lost
10 minutes late = **10 days** lost
30 minutes late = **19 days** lost

Making sure your child doesn't miss out

- Let your child know that attendance is important and that it's not right for them to miss school
- Is your child unhappy at school? Contact your child's tutor or Head of Year as soon as possible if you think there are problems affecting their attendance
- Take an active interest in your child's education—to show how important it is to be at school and work hard

Worried about your child's attendance?

Contact your child's tutor, Head of Year or Mrs Brown (Education Welfare Officer) at school



ATTENDANCE

INFORMATION FOR PARENTS & CARERS

Tel: 020 8239 2383
Fax: 020 8239 2382

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Why is going to school important?

Students who attend school regularly benefit in the short and long term. They stay on top of their education and learn how to get on with people better.

A student with a good attendance record is setting themselves up for a better future when they leave school. Colleges, universities and employers want applicants who are reliable, and good attendance is a sign that a student can be trusted

If students miss school regularly, they:

- Fall behind with school work
- Make less progress
- Do less well in exams—which affects their future chances and choices

They may also:

- Become involved in anti-social behaviour
- Become involved in criminal behaviour
- Place themselves at risk

What's acceptable—and what's not

When is it OK for a student to miss school?

- **Illness** - please contact the school on the first day of illness. Please note, in some instances where there are already ongoing concerns about a child's attendance, the school may ask for medical notes to authorize these absences.
- **Medical appointments** - as far as possible, please try to arrange these outside the school day. If this is not possible, please give as much notice as possible.
- **Exclusion** - you will always be notified in advance of any exclusions.
- **Religious festivals**

In these circumstances, the school will record a student's absence as authorised.

When is it not OK for a student to miss school?

- **Holidays** - the school **does not** authorise any holidays during school time
- **Birthdays**
- **Shopping**
- **Truancy**

In these circumstances, the school will record a student's absence as unauthorised.

Only the school can authorise an absence—not parent/carer.

What the law says

Parents are legally responsible for making sure their child gets a full-time education. For most, this means attending school.

Legal implications of unauthorised absences:

- Penalty notice warning
- Penalty notice issued (currently £120, reduced to £60 if paid within 21 days —payable by anyone with parental responsibility for the child). Failure to pay results in prosecution
- Court summons—this could lead to a larger fine, a Parenting Order or even a custodial sentence.

To find out more

Parentline plus
Free,
24 hour
confidential
Helpline

0808 800 2222